

# Horace Mann Elementary

2019-2020

## PARENT HANDBOOK

&

## DISCIPLINE POLICY



**Mission :** The Horace Mann Community provides a safe, respectful environment where individuals reach their full potential in learning and citizenship.



**Horace Mann Elementary  
17001 NE 104th St.  
Redmond, WA 98052**

**Phone (425) 936-2610  
Safe Arrival (425) 936-2611  
[www.lwsd.org/school/mann](http://www.lwsd.org/school/mann)**

**School District Numbers**

<b>Resource Center</b>	<b>936-1200</b>
<b>Public Information</b>	<b>936-1300</b>
<b>Health Services</b>	<b>936-1170</b>
<b>Transportation</b>	<b>936-1120</b>
<b>Quest</b>	<b>936-1238</b>
<b>Special Education</b>	<b>936-1201</b>
<b>Food Service</b>	<b>936-1393</b>
<b>Redmond Middle School</b>	<b>936-2440</b>
<b>Redmond High School</b>	<b>936-1800</b>

**Dr. Jane Stavem – Superintendent**

**LWSD Board of Directors**

**Siri Bliesner  
Chris Carlson  
Eric Laliberte  
Cassandra Sage  
Mark Stuart**

**[www.lwsd.org](http://www.lwsd.org)**

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## **HORACE MANN STAFF**

### **Horace Mann Office Staff**

Principal	Megan Spaulding	<a href="mailto:mspaulding@lwsd.org">mspaulding@lwsd.org</a>
Associate Principal	Jimmy Cho	<a href="mailto:jcho@lwsd.org">jcho@lwsd.org</a>
Office Manager	Sue Nauman	<a href="mailto:snauman@lwsd.org">snauman@lwsd.org</a>
Secretary I	Ann Glassey	<a href="mailto:aglassey@lwsd.org">aglassey@lwsd.org</a>
Health Room Secretary	Tina Havir	<a href="mailto:thavir@lwsd.org">thavir@lwsd.org</a>

### **Specialists**

Counselor	Colleen Chalmers	<a href="mailto:cchalmers@lwsd.org">cchalmers@lwsd.org</a>
Psychologist	Olivia Pennell	<a href="mailto:opennell@lwsd.org">opennell@lwsd.org</a>
SLP	Jessica Herrera	<a href="mailto:jherrera@lwsd.org">jherrera@lwsd.org</a>
Librarian	Shannon Leonard	<a href="mailto:sleonard@lwsd.org">sleonard@lwsd.org</a>
Music	Brad McRae	<a href="mailto:bmcrac@lwsd.org">bmcrac@lwsd.org</a>
Physical Ed	Matthew Laughlin	<a href="mailto:mlaughter@lwsd.org">mlaughter@lwsd.org</a>
Special Ed/Safety Net	Michelle Geraghty	<a href="mailto:mgeraghty@lwsd.org">mgeraghty@lwsd.org</a>
Special Ed/Safety Net	Renee Welch	<a href="mailto:rwelch@lwsd.org">rwelch@lwsd.org</a>
Special Ed	Ashlynn Owen Kachikis	<a href="mailto:aowenkachikis@lwsd.org">aowenkachikis@lwsd.org</a>
Occupational Therapist	Tiffany Sivertsen	<a href="mailto:toneill@lwsd.org">toneill@lwsd.org</a>
Physical Therapist	Tammy DeRoche	<a href="mailto:tderoche@lwsd.org">tderoche@lwsd.org</a>
Nurse	Cindy Carpenter	<a href="mailto:ccarpenter@lwsd.org">ccarpenter@lwsd.org</a>

### **Classroom Teachers**

Kristi Bergquist	Kindergarten	<a href="mailto:kbergquist@lwsd.org">kbergquist@lwsd.org</a>
Claire Hughes	Kindergarten	<a href="mailto:chughes@lwsd.org">chughes@lwsd.org</a>
Lauren Ives	Kindergarten	<a href="mailto:lives@lwsd.org">lives@lwsd.org</a>
Sherry Ernst	1 <sup>st</sup> Grade	<a href="mailto:sernst@lwsd.org">sernst@lwsd.org</a>
Melanie Stevens	1 <sup>st</sup> Grade	<a href="mailto:mstevens@lwsd.org">mstevens@lwsd.org</a>
Trish Trotter	1 <sup>st</sup> Grade	<a href="mailto:ptrotter@lwsd.org">ptrotter@lwsd.org</a>
Melissa Deabler-Urben	2 <sup>nd</sup> Grade	<a href="mailto:mdeabler-urben@lwsd.org">mdeabler-urben@lwsd.org</a>
Sandy Ortloff	2 <sup>nd</sup> Grade	<a href="mailto:sortloff@lwsd.org">sortloff@lwsd.org</a>
Jessie Sterling	2 <sup>nd</sup> Grade	<a href="mailto:jsterling@lwsd.org">jsterling@lwsd.org</a>
Kayla Dunbar	3 <sup>rd</sup> Grade	<a href="mailto:kadunbar@lwsd.org">kadunbar@lwsd.org</a>
Sue Hatai	3 <sup>rd</sup> Grade	<a href="mailto:shatai@lwsd.org">shatai@lwsd.org</a>
Shelby Kvamme	3 <sup>rd</sup> Grade	<a href="mailto:skvamme@lwsd.org">skvamme@lwsd.org</a>
Jacey Crane	4 <sup>th</sup> Grade	<a href="mailto:jcrane@lwsd.org">jcrane@lwsd.org</a>
Jennifer Moon	4 <sup>th</sup> Grade	<a href="mailto:jenmoon@lwsd.org">jenmoon@lwsd.org</a>
Sara Rigby	4 <sup>th</sup> Grade	<a href="mailto:srigby@lwsd.org">srigby@lwsd.org</a>
Florinda Gorostiza	5 <sup>th</sup> Grade	<a href="mailto:fgorostiza@lwsd.org">fgorostiza@lwsd.org</a>
Brittany Hall	5 <sup>th</sup> Grade	<a href="mailto:bhall@lwsd.org">bhall@lwsd.org</a>
Liz Willard	5 <sup>th</sup> Grade	<a href="mailto:ewillard@lwsd.org">ewillard@lwsd.org</a>

### **Learning Center Teachers**

Ryan Turner		<a href="mailto:ryturner@lwsd.org">ryturner@lwsd.org</a>
Lisa Lange		<a href="mailto:llange@lwsd.org">llange@lwsd.org</a>

**Classified Staff**

**Instructional Assist.**

Wendy Gustin  
Kym Hunter  
Stacey O'Brien

**Para Educator**

Glenda Alderete  
Haleh Arabshahi  
Lyn Brandjes  
Molly Creger  
Carole Cuellar  
Paige Forhan  
Jackie Fulbright  
Liz Adams Holmquist  
Becky Latt  
Shalika Martin  
Zahra Moslehi  
Samantha Peterson  
Rachel Roland  
Connie Spain

**Custodians**

Brian Pattillo  
Aleks Marin

## Horace Mann Elementary PTSA Board of Directors for 2019-2020

Executive Committee	
Role	Name
Co-President	Kelly Johnson
Co-President	Lia White
Co-Treasurer	Shawna Cooper
Co-Treasurer	Sarah Kroeker
Secretary	Esther Palmer
VP Communications	Wendy Breiding
VP Communications	Misty Cavit
VP Art Programs	Richard Mancino
VP Art Programs	Marina Shcherbakova
VP Advocacy & Special Needs	Denny Wang
VP Advocacy & Special Needs	OPEN
VP Fundraising	
VP Fundraising	
VP Enrichment	Cindy Goulding
VP Enrichment	Jean Black
VP Volunteers & School Services	Olga Yakovenko
VP Volunteers & School Services	Kat Spottswood
Committee Chairs	
Legislative Chair	Tanika Padhye
Membership and Outreach Chair	Yuka Jackson

For a complete listing of all volunteer positions, please vis our website: [website@mannptsa.org](mailto:website@mannptsa.org)

## Horace Mann Elementary Bell Schedule

8:45 a.m.	First Bell
8:50 a.m.	Tardy Bell – School Begins
10:35 – 10:50 a.m.	K, 1 <sup>st</sup> & 2 <sup>nd</sup> Recess
11:40 – 12:05 p.m.	K, 4 <sup>th</sup> , 5 <sup>th</sup> Lunch
12:05 – 12:30 p.m.	K, 4 <sup>th</sup> , 5 <sup>th</sup> Recess (*4 <sup>th</sup> & 5 <sup>th</sup> out at 12:00)
12:15 – 12:40 p.m.	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , LC Lunch
12:40 – 1:05 p.m.	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Recess (*3 <sup>rd</sup> out at 12:35)
1:40– 2:10 p.m.	3 <sup>rd</sup> , 4 <sup>th</sup> , & 5 <sup>th</sup> Recess
2:15 – 2:30 p.m.	K, 1 <sup>st</sup> & 2 <sup>nd</sup> Recess
3:20 p.m.	Dismissal

### Wednesday Early Release Schedule:

8:45 a.m.	First Bell
8:50 a.m.	Tardy Bell – School Begins
10:15 – 10:30 a.m.	3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Recess
10:35 – 10:50 a.m.	K, 1 <sup>st</sup> & 2 <sup>nd</sup> Recess
11:40 – 12:05 p.m.	K, 4 <sup>th</sup> , 5 <sup>th</sup> Lunch
12:05 – 12:30 p.m.	K, 4 <sup>th</sup> , 5 <sup>th</sup> Recess (*4 <sup>th</sup> & 5 <sup>th</sup> out at 12:00)
12:15 – 12:40 p.m.	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , LC Lunch
12:40 – 1:05 p.m.	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> R Recess (*3 <sup>rd</sup> out at 12:35)
1:50 p.m.	Dismissal



## HORACE MANN ELEMENTARY POLICIES

### VISITOR ENTRY CONTROL SYSTEM Increases Security for Our School

The safety and security of students is a top priority of our school and district. One of the safety enhancements includes the implementation of entry control systems at all schools in the district. These controls will allow schools to keep all exterior doors locked and will require all visitors to use a video call system to request access. These types of systems are similar to how visitors gain access at many apartments or condominiums that keep all entry doors locked. The district now has Entry Control System hardware installed in all schools.

The goal of the system is to:

1. Maintain control of access to the building interior, and
2. Maintain knowledge of persons entering the building interior.

Here's what to expect:

- All exterior doors will be locked.
- Visitors will need to use the entry control system video unit to request permission to enter the building.
- Visitors will be asked their name and the purpose of their visit.
- Visitors must then proceed to the office to show picture identification and sign in.

Please allow for extra time if you need to pick your child up early due to a medical appointment, or if you plan to volunteer in the classroom.

### SAFE ARRIVAL #425-936-2611 - ATTENDANCE

Regular attendance is important to all students to make continued academic progress. If your child is absent or will be arriving late to school, please call Safe Arrival Program at 425-936-2611. Leave a message regarding your child's absence or late arrival. Late arriving students need to check in at the office. The program is available to leave a message at any time. Advanced notice is greatly appreciated.

When calling into Safe Arrival please say specifically the following:

- 1.) First and last name of your student. Please spell the last name.
- 2.) Reason for absence.
- 3.) Date
- 4.) Teacher

IF YOUR CHILD DOES NOT REPORT TO SCHOOL AND OUR SAFE ARRIVAL LINE DOES NOT HAVE A MESSAGE REGARDING THE ABSENCE, OFFICE STAFF WILL CALL YOU.

Washington State Law states that absences from school are excused only for illness, medical appointments, or family emergencies. A written or phone contact must be made by the parent to the school office with the reason for the absence. Another section of the attendance law addresses parental responsibility in a child's school attendance and requires fines of up to \$100 a day of absence when a school district determines that a student is unnecessarily and excessively absent (truant from school).

## ABSENTEE/TARDY POLICY

Attendance, the schedule for the day, and class instruction is conducted immediately at the start of school. Late arriving students both disrupt the orderly beginning of school and then miss out on the important beginnings of the day. Tardiness also requires an excuse from the parent. Parents/Guardian must walk students into the office for an Admit Slip into class. State law defines acceptable reasons for tardiness as illness or medical appointments.

### **State Law on Attendance & Truancy**

Washington state's [attendance law](#), known as the Becca Bill, requires the school/district and the juvenile court to take specific actions when youth are truant, as well as in the elementary when students begin accumulating excused absences.

Help your child get prepared for the day and have them leave home so they get to school as near as possible to 8:45 a.m. The bell to enter the building rings at that time. Students who arrive at school after 8:50 a.m. are tardy and must report to the office with a parent to receive an admittance slip to the classroom.

Students who are absent 5 or more days in a month, or 10 or more days in the school year without a doctor's note will be required to meet with a school administrator to discuss the impact of missed school days, as well as to develop a plan for increasing student attendance. Students who are absent on the day of a school function are not permitted to attend school functions on that day or evening. This includes PTSA events.

Students who are absent for more than 20 consecutive school days will be withdrawn from school. Students will be readmitted upon returning but are not guaranteed the same class placement.

## VACATION POLICY

At Horace Mann, we believe family vacations are important and special. But, we ask that you consult the school calendar to plan vacations during scheduled school breaks. Student achievement and classroom attendance are positively related. When students are not in school, they miss valuable instruction.

We cannot duplicate what happens in the classroom by making up work. School work is often practice or an extension of what is taught and discussed during the lesson in class. Assignments that can be completed outside the classroom environment may be accumulated and saved for your student. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who are absent as a result of vacations scheduled during school days. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble assignments for such absences. Please do not ask teachers to pre-plan individual lesson/work based on missed classroom instruction because much of what we do is hands on, visual, auditory and often without paper and pencil.

Instead of assignments from school, we encourage family designed activities that are not just practice but bring in new learning that is interactive with the family. Such activities can include writing a journal about the trip, reading books, doing math problems related to the vacation, or collecting brochures and maps to share with the classroom. Students who are absent for more than 20 consecutive school days due to an extended vacation will be withdrawn from school. Students will be readmitted upon returning but are not guaranteed the same class placement. If you know that your student will be gone for a prearranged absence, even for one day, please fill out the required extended absence form and submit to the office.

### MORNING ARRIVAL

Supervision begins at 8:35 a.m. Therefore, students are not to arrive prior to that time unless specifically arranged through the office or a teacher. The school assumes no responsibility for students before 8:35 a.m. School rules apply while students are on their way to or from school.

Before school, students are expected to line up respectfully with their classes and not be in the halls. Mannerly Awards are given to classes meeting expectations in line in the morning.

### DISMISSAL

Students are to go directly home upon dismissal at 3:20 (1:50 p.m. on Wednesday) and are NOT to play on the playground or play equipment without parental supervision. Students may return to school after reporting home; however, the school assumes no supervisory responsibility or liability. School rules apply while students are on their way to or from school. Supervision at dismissal is limited, so please be on time picking up your students. Students are to be picked up within 10 minutes of dismissal. Please make arrangements if you are unable to be here within that time frame. The school assumes no responsibility for students after 3:30 p.m. (2:00 p.m. on Wednesday).

### EARLY DISMISSALS

On occasion, it may be necessary to have your child dismissed from the classroom before the end of the school day. Under such circumstances the policy stated below will be followed to insure each child's safety.

1. The parents will request at the office for their child's dismissal and sign the child out of school.
2. The child will be called to the office to meet the parents. (Children may not wait outside school for parents.)
3. An authorization to withdraw a student must be signed by the parent and presented at the office if a child is to be released to anyone other than the parent/guardian.
4. If a student will be leaving school early, please notify the teacher first thing in the morning, by note or email, stating the dismissal time. This gives the teacher the opportunity to have materials prepared for the student.

Research indicates there is a positive relationship between achievement and time at school. Therefore, we encourage appointments to be made outside of school hour.

## PARKING LOT SAFETY

Horace Mann was designed and built to be a walking school. We encourage families to walk to and from school. However, if you do need to drive to school, you are required to follow our parking lot safety procedures and the direction of our staff and patrol.

Car pick-up and drop off: Drivers should make sure to obey posted speed limits and to watch for students when arriving and leaving school. If you are going to be dropping off or picking up a student(s), only use the DROP-OFF/PICK-UP zone where adults and patrols will be directing traffic.

1. This area is a NO PARKING zone.
2. Do not let students enter or leave the car in any space other than the drop off area, and
3. ALWAYS exit the vehicle from the curbside.
4. If students need assistance getting out of the car, please park the car and use crosswalks.
5. It is unsafe for parents to get out of the car in the drop-off/pick-up zone.
6. Please continue to pull forward as space allows when loading or unloading students to help ease congestion.
7. You are required to yield to buses.  
(Remember that you are a role model for students who are watching you.)

Parking lot safety (walking): Parents and students must use crosswalks that are manned by staff and/or patrols. Please refrain from jay walking at all times. Students who would like to ride bicycles to school must be 4<sup>th</sup> & 5<sup>th</sup> grades and complete the “application to ride my bike to school” form that is located in the office.

## SEVERE WEATHER OR OTHER EMERGENCIES

When emergency conditions make getting to or from school difficult or staying there a problem, the Lake Washington School District will use one of the plans outlined below. By 5:30 a.m., you will be able to learn which plan is in place by doing one or more of the following:

- Go to [www.lwsd.org](http://www.lwsd.org) and look for the red alert box.
- Go to [www.schoolreport.org](http://www.schoolreport.org), which lists schools all over the Puget Sound area.
- Call the main district telephone number to listen to a message (425-936-1200), or
- Tune in to area radio and television.

In addition, LWSD will use the School Messenger automated calling system to let parents know if school will be delayed or cancelled. You will not receive a call if school will open normally. If you want to double-check the status or learn it early, use one of the options listed above.

Be sure to keep this information handy to help you understand the brief notifications you will hear over radio and television. Plans will be updated if conditions change. *No announcement or no report means schools will operate on a normal schedule.*

### Schools Closed

If school is closed, the following are cancelled: School, Extended Daycare, all activities including athletic events and parent meetings. If conditions change during the day, special arrangements may be made for some activities.

### Late Start – Limited Bus Service

Under this plan, all schools will start two hours late and bus routes will be limited. The district's transportation department will send out more information in the fall about when and where your student will be picked up and dropped off when limited bus service is in effect. Students will be dismissed at regular times unless otherwise announced. Extended Day program will also be on a two hour delay. The following programs are cancelled when there is a late start: All preschool morning and afternoon sessions, morning kindergarten, out-of-district transportation, before school music, and Quest pull-out classes.

### Earthquake

In case of a major earthquake while students are on a school bus, drivers will receive specific instructions from the district via radio. If conditions permit, drivers going to school will continue to pick up students on their routes. The bus will deliver them to the safety of their school. If roads limit travel, the plan is for buses to transport students to the nearest school. If a quake hits when buses are transporting children home from school, drivers will attempt to return to the school they came from or, if necessary, go to the closest school. Children will stay at school until parents or their designees arrive. Each school has its own emergency planning committee. The Horace Mann PTSA is actively involved in emergency planning. If you would like to help out please contact the PTSA.

## PARENT EMERGENCY INFORMATION

The staff at Mann Elementary take our responsibilities to keep your children safe and secure very seriously. We regularly practice various safety drills throughout the year within the classroom as well as school wide. If an emergency occurs that requires the school to close early (such as a snowstorm or a windstorm) or requires us to evacuate the school building (such as a fire or earthquake), we have detailed plans in place to care for our students and reunite them with their parents as quickly as possible.

As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to stay calm. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency. You, as the parent, or an authorized person will be required to sign out your child before your child is released.

### After an Emergency

- Do not call the school; there are district procedures for informing the public via radio, television and through the district website at [www.lwsd.org](http://www.lwsd.org). You may receive an automated call with details. Please be sure we have your updated contact info at all times.
- The parking lot will be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please WALK to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.
- If it is a city-wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them.
- Be sure to bring your picture I.D. with you to school. We are required to identify each individual picking up a child.
- Parents/Emergency contacts will be directed to the student re-unification area upon arrival for picking up their child. You must be listed on the emergency card to pick up a student.

### VOLUNTEERS

We welcome parent and community volunteers at Horace Mann. Many hands make the work light and we rely on the many hands of our volunteers to support our academic and extracurricular activities. Volunteers make a significant impact on Lake Washington School District. You can help students of all ages succeed in an ever-challenging world while sharpening your own skills and doing what you love.

All volunteers need to complete the LWSO Volunteer Application Process before they are allowed to volunteer. The application is available on the district website ([www.lwsd.org](http://www.lwsd.org) —→ FOR THE COMMUNITY →Volunteering with LWSO) and can take up to two weeks to get approval. If you want to help on a field trip or during a class party, you must be a LWSO approved volunteer.

#### How to apply

There are several ways to apply to volunteer:

- Parent volunteers can apply online through Parent Access. This method takes the least time for processing. Go to [www.lwsd.org](http://www.lwsd.org) > For Parents > Parent Access. Log in and fill out the application.
- Print out a volunteer application from the district's website. Go to [www.lwsd.org](http://www.lwsd.org) > For the Community > Volunteering with LWSO. Print out the application and follow the instructions.
- Get an application from the school or district office.

The application process requires the submission of the LWSD Volunteer application, a background check through the Washington State Patrol, and a copy of driver's license or other government identification.

Approved volunteers agree to:

- follow the Horace Mann behavior expectations and dress code
- not bring small children to school when volunteering as it is a disruption to the learning environment
- silence/turn off cell phones to avoid disrupting the learning environment
- check in at the office and wear a visitor's badge

### PARENT VISITATION

You are welcome to visit your children's classroom during the school day. In order to provide you with the best observation possible and to insure continuing instruction for all children, visitors are asked to comply with the following procedures:

1. Arrange a visitation day and time with the teacher in advance of the visitation. Visits are 1 hour or less.
2. Check in at the office for a visitor's badge on visitation day.
3. Wearing an ID badge is Mandatory for school safety.
4. If you choose to have lunch with your child, that will take place in an alternate setting due to space constraints.

### HOMEWORK PHILOSOPHY & POLICY

Homework is a tool for reinforcing learning. It can take many forms: drill & practice, daily home study, and extension activities.

Staff recommendations for homework are as follows:

- |                          |               |
|--------------------------|---------------|
| ▪ Kindergarten & Grade 1 | 15-20 minutes |
| ▪ Grade 2                | 20-30 minutes |
| ▪ Grades 3 & 4           | 30-40 minutes |
| ▪ Grades 5               | 40-60 minutes |

Times are approximate and will vary according to teacher discretion and students' efficient use of classroom time. Individual teachers and/or grade level teams will review specific homework expectations at curriculum night and will reinforce our homework policy throughout the year.

### ONLINE

Much of our curriculum and textbooks can be found online. Please see pages 27 and 28 of this handbook for instructions for accessing the online textbooks of our curriculum, class PowerSchool pages, and the gradebook.

## LOST AND FOUND

Articles of clothing or other items found on the school grounds are brought to the Lost & Found, located by the library. Any article which is marked with a child's name is returned. It is a good idea to put your child's full name on the inside of the article of clothing.

Each year we have numerous unclaimed items. Please be sure to mark clothing and encourage your children to check the Lost and Found if they lose something. Unclaimed items will be donated three times a year (Winter Break, Spring Break, and June).

## LUNCH PROGRAM PROCEDURES

The lunch program is restricted by law not to loan food service money or to carry debts; however, children do forget so emergency lunches will be given for the first two times and are to be paid back the next day. You may also contact Kym Hunter, our school lunch cashier, regarding account balances or other questions you might have by calling the school office. The LWSD Food Service Department may be reached at 425-936-1393.

Free and reduced lunches are available to all students unable to pay the full price through the federally supported National School Lunch Program. Information regarding free and reduced price lunches is included in the first day packet or may be obtained from the school office.

## LUNCH PRICES

The following are lunch prices for the 2019-2020 school year.

Student Lunch \$3.00      Student Milk \$.50      Adult Lunches \$4.00

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account take their card, drop it in a basket and get their food. The LWSD Food Services department has an automated phone system that alerts parents to low or negative account balances as time allows. Ultimately, however, it is the parent's responsibility to keep track of student accounts. You may make deposits to lunch accounts by:

- Sending a check or cash to school in an envelope. Clearly indicate your child's name on the check. One check is fine for multiple siblings; just make a note on the memo line as to how the amount should be split.
- Call Food Services at 425-936-1393 to use a VISA or Mastercard to charge a deposit.
- Using the Lake Washington School District website ([www.lwsd.org](http://www.lwsd.org)) and using Parent Access to charge a deposit. Please be sure to click on the "pay now" button and write down the subsequent transaction number.
- Using the Automatic Deposit form on [lwsd.org](http://lwsd.org) to establish automatic withdrawals from your checking account. Please note – these take place on or about the 6<sup>th</sup> of each month.



## STUDENT PROGRESS REPORTS

Students in grades kindergarten through fifth will receive a report card. To help children, it is important that teachers and parents maintain close contact. Teacher-Parent Conferences help maintain this connection.

Parents will have access to information regarding their student's progress on an electronic gradebook and are encouraged to check it regularly. To sign up for this access go to [www.lwsd.org](http://www.lwsd.org), and on the "For Parents" page click on "Parent Access".

## DRESS CODE

1. Shorts may be worn to school which meet the following criteria:
  - a) either straight hemmed or cuff hemmed
  - b) should be no shorter than approximately mid-thigh
2. Tank tops with spaghetti straps, halter tops, tube tops, and cut off shirts or other attire which exposes the midriff are not approved.
3. Articles of clothing with designs displaying or advertising drugs, alcoholic beverages/insignias, sexuality, or disturbing images are not permitted to be worn.
4. No colored hair spray. No face adornments or face paint.
5. No hats, caps or hoods are suitable for wear within the classroom and the building. They may be worn at recess. No hoods or masks that cover the face can be worn at any time.
6. No flip-flops are allowed at school due to safety requirements. All shoe laces must be tied.
7. Shoes with built in wheels are not permitted at Horace Mann.

Horace Mann's Dress Code applies to all school events. As with any policy, it is hard to detail all aspects. Please remember, the Horace Mann staff will use their discretion regarding dress.

## STUDENT USE OF TELEPHONE

The school office telephone will be limited to emergency use only for children. The office phones are business phones. If a student is planning to go to another student's house, these plans MUST be made ahead of time. To minimize classroom interruptions and to ensure the efficiency of the learning process, students are not called to the phone.

Emergency or urgent messages only will be communicated to the student by a staff member. Please limit these messages to emergency only and call at least 1 hour before end of day to guarantee students will receive such messages. Please discuss after school arrangements in the morning before your child comes to school. In cases of an emergency, students may use the office phone.

### Cell Phones

Cell Phones must be turned OFF/SILENT and kept in backpacks during the school day. Phones should not be used as cameras, voice recorders, game devices, and etc. while school is in session..

## ACCEPTABLE COMPUTER USE AT HORACE MANN

Mann promotes computer ethics as well as compliance with laws. No misuse of computers is allowed, including installation of programs or applications from home, no illegal copying of software, no opening of unauthorized files, no access to system folder or control panel, and no food or drink around computers. Violators can lose privileges and parents can be required to replace damaged equipment or software. Students, parents, and volunteers need to adhere to the LWSD Acceptable Use Procedures (as published on the LWSD website) when accessing student computers or the LWSD network services.

## VISITING STUDENTS

In an effort to maintain continued and consistent focus on student learning, we ask that only students currently enrolled at Horace Mann Elementary School attend class or recess anytime during the school day.

## ITEMS FROM HOME

Students must be able to carry and lift their own backpack/bookbag. The backpack/book bag must be able to fit in the space provided in each classroom. Due to limited storage space in the building, all items from home must be able to be stored in the students' backpacks.

It is permissible for students to bring personal possessions from home for use on the playground. Examples include basketballs, or soccer balls. The school assumes no responsibility for the care of these items. Selling or trading items are not permitted at school. Personal items must be clearly marked with student's name. This policy discourages toys but sports equipment is okay. Hard baseballs, soft balls and soccer balls are excluded for safety reasons.

The school reserves the right to revoke this permission from students if they abuse privileges, play with the items in class, or exclude other children out of games. Students cannot exclude other students with equipment brought from home. They are expected to share with others. Skateboards, rollerblades or any other device deemed disruptive or unsafe to the learning environment, are not permitted at school.

### **Electronic Readers**

Kindles™, Nooks™, and other reading devices are permitted at school for the purpose of reading teacher approved literature in the fourth and fifth grades. Personal eReaders should not cause distraction to the owner or others. The use of a personal eReader requires the completion of the Horace Mann eReader Hold Harmless Agreement form available in the office.

### **Other Electronics**

To limit unnecessary disruptions cameras, iPods, Gameboys, iPads, etc. are not permitted at school.

*Note: Horace Mann and/or the Lake Washington School District are not responsible for any stolen, lost, or damaged electronics brought to school.*

### BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Students in fourth and fifth grades may ride bicycles to school. Horace Mann requires that each bicycle owner file an application for permission to ride his/her bike to school. Bicycle riders are required to obey a list of rules printed in the application. Students with bicycles must walk their bikes and use normal walking procedures while on school grounds and they must secure their bike in the bike rack provided. Please work with your child to ensure that these rules are obeyed. Bicycle helmets and locks are required. We reserve the right to withdraw the student's privilege of riding a bike to school if the rules are disobeyed. Because of safety and liability concerns, the district does not allow skateboards, scooters and rollerblades on school grounds; therefore, students are asked to leave them at home.

### BIRTHDAYS

Birthday recognition is officially done monthly at Horace Mann Elementary. Individual families may choose to coordinate a healthy birthday treat with their child's teacher on their special day. It is important to give the classroom teacher advance notice to arrange the best date and time. Also, be aware that many students have dietary allergies. By giving the teacher advance notice, these students will be able to have a similar treat and not feel left out.

To avoid potential hurt feeling, we ask you not to have your child distribute any birthday party invitations at school, during recess, or on the way home. Invitations sent to school will be gathered up by the teacher and returned to the student at the end of the day.

### ELEVATOR USE POLICY

The elevator at Horace Mann may be used, with special permission, by students with injuries or other impairments that make them unable to use the stairs. A doctor order of recommendation may be required. Due to safety concerns, a written parent release will be required.

# HEALTH

## CHILDREN ON MEDICATION AT SCHOOL

For those children on medication, a form is supplied by the school. This MUST be filled out by the attending physician and signed by the physician and parent or guardian. This is to be kept on file at the school office. Please do not send any type of medication, either non-prescription or prescription, to school without this form. This includes cough drops, eye drops, creams or lotions, etc. When we have a form on file, we will be glad to administer your child's medication from the office when necessary.

## FOOD AND OTHER ALLERGIES

Parents are encouraged to disclose food and other allergies with our school nurse by completing the Nurse Alert form available in the office. This information will be shared with their child's teachers and a plan will be created based on the allergy's severity. Please work with our school nurse with any life-threatening health allergies as additional requirements may need to be met (specialized medication, medical orders and plans). Common accommodations for students with food allergies include: awareness of food allergies in general in our classrooms, substitute snacks and treats during class celebrations or parties provided by the parent. We ask parents to work directly with the nurse to accommodate food allergies.

## WHEN TO KEEP YOUR SICK CHILD HOME FROM SCHOOL

We coordinate with the King County Department of Public Health in protecting children from certain symptoms of communicable diseases.

If your child has any of these symptoms, please keep him/her home, or make appropriate child care arrangements.

- APPEARANCE, BEHAVIOR – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.
- EYES – thick mucus or pus draining from the eye or pink eye (conjunctivitis).
- FEVER – temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- RUNNING NOSE, AND/OR CHRONIC COUGH – these conditions may be contagious and may require treatment from your health care provider. Children with asthma may have a cough that is not contagious.
- SORE THROAT – especially with fever or swollen glands in the neck.
- DIARRHEA – 1 or more watery stools in a 24 hour period especially if the child acts or looks ill.

- VOMITING – child should not return to school for 24 hours following the last episode of vomiting.
- RASH – body rash, especially with fever or itching.
- EAR INFECTIONS–the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE, SCABIES – children with lice may not return to school until they have been treated and do not have any live lice. Children with scabies can be admitted after treatment.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL.

- Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick.
- If all parents keep their sick children at home, we will have stronger, healthier, and happier children.
- While we regret any inconvenience this may cause, in the long run this means fewer lost work days and less illness for parents too.

### ACCIDENTS

If a student is injured seriously at school, the parents will be called immediately. If parents are not home, the contact listed on the Emergency Card will be called. If no one is available, we will use our best judgment about what to do for the child. PLEASE MAKE SURE YOUR EMERGENCY CARD IS ALWAYS UP TO DATE! Please let the office know if you need to make any changes to the emergency information. In case of an accident on the playground, it will be reported to the person on duty, the teacher and/or the office for evaluation. If deemed necessary, 911 will be called.

More information and necessary forms can be found online at [lwsd.org/programs-and-services/health-services](http://lwsd.org/programs-and-services/health-services).

# Horace Mann Elementary

2019 - 2020

## Discipline Policy

## **BEHAVIOR EXPECTATIONS/DISCIPLINE POLICY**

A positive approach to discipline which focuses on respect, communication, self-discipline, development of a positive self-image and prevention of behavior problems will be utilized at Horace Mann Elementary. Staff, students and parents will cooperatively establish and review expectations and discipline procedures. Students will accept responsibility and be held accountable for their behavior. The ultimate goal is a “win-win” situation for all.

### **Behavior Expectations for Horace Mann Students**

#### **Be Responsible (Examples include):**

- Producing and valuing quality work
- Having a positive attitude
- Arriving to class on time
- Working in a cooperative way
- Dressing appropriately for learning and having a neat and clean appearance
- Understanding that expensive equipment, i.e. unapproved electronics, etc. should not be brought to school

#### **Be Respectful (Examples include):**

- Responding respectfully to others and their personal space, including other students, teachers, playground supervisors, safety patrols, and school visitors.
- Using polite and courteous language.
- Using Kelso’s choices and Step to Respect
- Picking up paper/garbage and keeping the school clean

#### **Be Caring (Examples include):**

- Using kind words.
- Refraining from sexual harassment, bullying, or intimidation.
- Refraining from using profane, vulgar or demeaning language, disrespectful tone or gestures.

#### **Be Safe (Examples include):**

- Arriving no earlier than 10 minutes before school starts and lining up quietly outside
- Receiving permission or a pass before entering the building
- Wearing appropriately fitting clothing
- Leaving the building within five minutes of the last bell and going directly home unless teacher/principal permission has been obtained to stay after school.
- Obeying the teachers, supervisors and safety patrol.

- Walking safely in halls, stairs, on sidewalks and around school
- Playing safely within playground boundaries
- Obeying the no skateboards/skateboarding policy on school property

## **POSITIVE BEHAVIOR EFFORTS**

School-wide efforts to educate and reinforce positive behavior include Colt Compliments, Mannerly Awards, Perseverance Awards, Personal Best Recognition, student leadership roles within the school, end-of-year award recognition and counseling classroom lessons. Counseling lessons cover a variety of topics, including the Second Step curriculum and the Zones of Regulation curriculum.

### **Second Step:**

Second Step promotes social-emotional development, safety, wellbeing, and bullying prevention. Examples of specific strategies taught within the Second Step curriculum include I-messages “I feel

\_\_\_\_\_ when \_\_\_\_\_”, positive self-talk, and the problem-solving STEPs:

- Say the problem without blame
- Think of solutions that are safe and respectful
- Explore the consequences, both positive and negative
- Pick the best solution

### **Zones of Regulation:**

Zones of Regulation promotes self-regulation and emotional control. Examples of specific strategies taught within the Zones of Regulation curriculum include recognizing physical signs of different feelings, naming your feeling, and building a “toolbox” of strategies for self-regulation. Students are able to label their physical signs and name their feeling through categorizing their feelings into four different “zones”:

- Blue zone: Low energy level. Examples may include sad, sick, or tired.
- Green zone: Normal energy level. Examples may include happy, calm, or focused.
- Yellow zone: High energy level. Examples may include frustrated, nervous, or silly.
- Red zone: Out of control energy level. Examples may include angry, mad, or upset.

### **Kelso Choices:**

Horace Mann students are taught how to distinguish between a “big problem” requiring an adult’s help, and a “small problem” that they can solve independently. Students are taught a variety of problem-solving techniques, referred to as Kelso’s Choices, to solve small problems independently. These problem-solving techniques are:

- Talk it out and listen to others
- Share and take turns
- Ignore it
- Walk away
- Tell them to stop in a respectful way
- Apologize sincerely
- Make a deal
- Wait and cool off
- Go to another game



If students have tried two of Kelso's Choices independently to solve a small problem and it has not worked, students can then ask for adult support in solving the problem.

### **Horace Mann Playground Rules**

Our goal is for recess to be safe and fun for all students.

1. Playground supervisors are in charge and should be respected and obeyed.
2. Kelso's Choices need to be used to solve "small problems".
3. The bell is a signal to move. Students are to stop play and return to class immediately, using the designated doors.
4. Students will walk quietly to and from recess using the designated walk ways and doors. On the west side of the building, students need to go down the stairs and up the ramp.
5. Students are not to re-enter the hallway or classrooms during recess without a pass.
6. No tackling, chasing, intimidating or dangerous games are allowed. Students need to have control of their bodies.
7. Do not play with or pick up any item from the playground and throw it (rocks, pinecones, bark, sticks, sand, dirt, snow, etc.)
8. Offensive language does not belong on the playground (name-calling, swearing, put-downs, yelling in anger, etc.)
9. No pushing or play fighting.
10. Climbing should only be on the Big Toy.
11. Students are not allowed to go over the fence, on to the parking lot or beyond the playground boundaries at any time (a playground supervisor will retrieve the ball or item for students if it is out of bounds, but still accessible).

### **Playground Equipment:**

Our goal is that playground equipment will be used in a safe and careful manner. Reports of unsafe play or unsafe conditions should be made immediately to a playground supervisor.

1. Playground equipment must be used in the manner that it was designed and intended to be used.
2. Jump ropes are to be used for jumping only and used in a manner that will not interfere with others' games. Jump rope only on the blacktop.
3. No hardballs are allowed at school. Tennis balls, Nerf balls, footballs, soccer balls, waffle or play balls only. Kicking or hard throwing of balls is not allowed in the covered areas.
4. Books may be brought outside with a playground supervisor's permission.
5. No electronic equipment or remote control toys will be allowed (cell phones, game boys, etc.)
6. On the rings, slide and monkey bars go ONE WAY only please. For the bars, one hand must always be on them.

Horace Mann students are taught to solve problems. Some examples of techniques used include:

1. Talk it over and listen to others.
2. Apologize: "I'm sorry", or "I didn't mean it", in a sincere fashion.
3. Ask a friend or grown-up for help.
4. Take turns.
5. Share.
6. Write a plan.
7. Find something else to do.
8. Use "I" messages ("I feel \_\_\_\_\_, when you \_\_\_\_, because \_\_\_\_).

## **DISCIPLINE PROCEDURES**

The following methods will be utilized when dealing with student behavior:

- Classroom and building rules will be cooperatively established, reviewed and enforced.
- Positive behavior will be encouraged.
- Natural and logical consequences, restitution and restorative behavior practices will be applied.
- Communication among staff, students and parents will be ongoing.
- Support personnel will be consulted as needed.

Normally, student misbehaviors will be handled by the adult directly involved with the students. Instruction for correct behaviors and an opportunity for practice will be encouraged. Students may develop a restitution plan (make it right). Repeated and/or serious misbehaviors will be discussed with the teacher, who will determine if further action is necessary (such as conferences with parents, the principal and/or support personnel).

The Lake Washington School District follows a process of progressive discipline with students. This is an overview of how the discipline system functions.

**Step 1.** A verbal warning is given. When students disobey school rules, they are given the opportunity to explain their actions. They are counseled about ways to deal with the problems and are taught skills to use when solving problems. An opportunity for restitution (make it right) may also be included.

**Step 2.** If misbehaviors continue and/or are more serious in nature, the student will receive a Communication Slip that requires action. A conference may be held with the student, teacher or principal to remedy the problem. The student may lose recess or other privileges. Community service and/or restitution may be determined. Parents will be notified about the communication slip by the classroom teacher or principal.

**Step 3.** If misbehavior continues, the parent will be contacted and a conference may be held with parent, child, teacher and principal to develop a strategy for behavior change. Students are more successful when there is a strong partnership between home and school. A behavior plan would be set up to specifically address student needs.

## ONLINE ACCESS

### Viewing the Gradebook through the LWSO Parent Access

1. In your internet browser, go to the Lake Washington School District website, located at [www.lwsd.org](http://www.lwsd.org).
2. Hover over the **For Students and Families** tab and select **Parent Access**.
3. Click the link titled, **Login to Parent Access**. If this is your first time activation your account, enter your first and last name along **with the email address that the school already has on file** on the registration page. The **For All Parents** section provides access to the Skyward gradebook and other information.

If you have any problems registering for Parent Access or viewing Family Access or the Gradebook, send an email to: [ParentQuestions@lwsd.org](mailto:ParentQuestions@lwsd.org)

### How to help your student access envision Math:

1. In your internet browser, go to the Lake Washington School District website, located at [www.lwsd.org](http://www.lwsd.org).
2. Hover over the **For Students and Families** tab and select **Student Resources/Student Portal**.
3. Select the **Pearson/envision** button.
4. Enter the student's **username and password** and select **Sign In**.

### How to help your student access PowerSchool Wonders Reading and envision:

1. In your internet browser, go to the Lake Washington School District website, located at [www.lwsd.org](http://www.lwsd.org).
2. Hover over the **For Students and Families** tab and select **PowerSchool Learning**.
3. Enter the student's **username and password** and select **Sign In**.
4. To access **Wonders**, the student must be logged in to **PowerSchool**.
5. Click the **Apps** tab in the upper right-hand corner of your screen. Then select **McGraw Hill ConnectED** from the drop-down menu.

## Log on Information K- Students

- All K-2 students now have an individual district logon:
- The first two characters of all student accounts are s-
- The remainder of the account name is composed of the first letter of the first name plus the last name for a maximum of 20 characters. If the account is a duplicate then we follow the algorithm until it's unique.
- The password is *123456aA*
- K-2 Students are unable to change that password and it is the same for every child.

## **3-5 Students**

- All 3<sup>rd</sup> grade students now have an individual logon.
- Students in grades 3<sup>rd</sup>-5<sup>th</sup> have the standard username/password protocol:
- The first two characters of all student accounts are s-
- The remainder of the account name is composed of the first letter of the first name plus the last name for a maximum of 20 characters. If the account is a duplicate, then we follow the algorithm until it's unique.
- The initial password is s# (lower case s followed by the pound sign) followed by the last four digits of the student's 6-digit student ID.
- They are required to change this password upon the first successful logon.
- Student passwords must adhere to the same rules as staff passwords. Due to security risks Helpdesk is not authorized to change student passwords. Check with your teacher librarian first for help with student passwords.

# **Lake Washington School District**

## **Mission**

Each student will graduate prepared to lead a rewarding, responsible life as  
A contributing member of our community and greater society.

## **Vision**

Every Student Future Ready:  
Prepared for College  
Prepared for the Global Workplace  
Prepared for Personal Success

## **Student Profile**

The knowledge, skills, and attributes that every student needs to be  
Future Ready.

\*The Lake Washington School District detailed Student Profile can be found online at:  
<http://www.lwsd.org/SiteCollectionDocuments/About-Us/Student-rofile.pdf>

